Preparing a batch - ftwPro 1099Wiz

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Follow the steps below to create a 1099 or 5498 batch, run necessary checks, and select the appropriate fulfillment options.

Step 1: Create a New Batch

Click **+ Create New Batch** in the upper-left corner of the **Batch** screen.

Enter a **Batch Name** of your choice and select **Create New Batch**.
- This name is for your records only; the IRS does not see your naming conventions.

  > For corrective batches be sure to select the **Corrective batch?*** checkbox in the right-hand corner. Refer to **1099 Corrections** for additional information on corrective batches.

You will be redirected to the individual batch screen to select payers and payees.

Step 2: Select Payers and Payees

Click **Select Payers** in the upper-left corner of the batch screen.

A window will display all available payers for your account. This window provides the following options for selecting which payers/payees to add to (or remove from) the batch:
- **Select All Unselected**: Adds all available payers and payees to the batch at once (only those not already in a batch).
- **Unselect All Selected**: Removes all payers/payees from the batch.
- **Select Payees**: Allows individual selection of payers and payees. If payees exist, a blue **Select Payees** link appears next to the payer name.

When manually selecting via **Select Payees**, a screen opens where you can choose all or some payees for that plan/payer. Click **Update** to save and close.

The number of selected payees will appear on the left side of the **Select 1099-R Payees/Participants** page.

Step 3: Run Edit Checks and Lock the Batch

Important: Batches must be locked before fulfillment options are available.

To lock a batch:

- Click the **Locked** link under the **Fulfillment Service** heading.

Batch: Sample1099RBatch | BatchID: 56680658

Select/Show Payers/Payees
Select Payers | Payees Report | Payers Report

State Fulfillment (Check out the new 1099 state charts and technical documentation in our 1099 User Guide)
State Returns (Must lock batch first)

Print 1096/1099/5498
Batch must be locked before printing options available

Fulfillment Service - 7 Payee(s), 1 Payer(s)
Batch must be locked before fulfillment options available

FIRE System
Batch must be locked before FIRE sytem options available

- OR click the **lock icon** next to the batch name on the **Show Batches** page.

Current Batches

➕ Create new batch

Batch Name	Batch ID	Payer EditCheck	Pa Edit
Sample1099RBatch	🔓	🗑	56680658	⚠	

Click to lock.

Before locking:

All included payers and payees must pass edit checks. This option automatically populates when the Locked link/icon is selected.

- If edit checks have not been run, click **Run Edit Checks**.
- Once all checks pass (denoted by the **Ok** links), the option to lock the batch will be enabled and a warning: > *"Are you sure you want to lock this batch? Once locked, participant information cannot be changed."*

Step 4: Select Fulfillment Options

Once the batch is locked, the following options become available:

- **Print 1096/1099/5498:** Generate PDF files or batch data for printing.
- **Fulfillment Services:** Authorize ftwilliam.com to e-file the batch and/or send paper copies to payees for a fee.
  See ftwilliam Fulfillment Services for details on fulfillment options.
  - Federal E-file
  - Print and Mail Services
  - State E-file
    NOTE: State filings require separate edit checks and locking before enabling this option. *See State Fulfillment Services for more details.*
- **FIRE File Download (if applicable):** Available for accounts with a **TCC** entered in the profile. (*See Preparing a .txt file for FIRE for more details.*)

Batch: Sample1099RBatch | BatchID: 56680658

Select/Show Payers/Payees
Payees Report | Payers Report

State Fulfillment (Check out the new 1099 state charts and technical documentation in our 1099 User Guide)
State Returns | Lock State Returns | ???

Print 1096/1099/5498
1096 | Copy A 2-up | Copy B, C, 2 (Blank) | Copy 1 State (Blank)

Print Payer Copies (includes background image)
1096 | Copy A

Fulfillment Service - 7 Payee(s), 1 Payer(s)
Federal/State/Payee Fulfillment Not Available - State returns must be locked
Federal/State Fulfillment Not Available - State returns must be locked
State Fulfillment Not Available - State returns must be locked
Federal/Payee $33.95 (2.40)
Federal Only $23.80 (0.95)
Payee Only $28.35 (1.60)

FIRE System
Download 1099-R Data for FIRE System | Review FIRE Data File | 1099 E-filing Information